



**STANDARDS OF APPRENTICESHIP  
adopted by**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS  
LABORERS APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term

**LABORER**

**47-2061.00**

**6000 HOURS**



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Fraud Prevention and Labor Standards Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

APRIL 16, 2015

Initial Approval

OCTOBER 20, 2016

Committee Amended

JULY 21, 2016

Standards Amended (review)

Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

**INTRODUCTORY STATEMENT**

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

**The following Apprenticeship Standards have been prepared by representatives of the Inland Northwest Associated General Contractors of America, Spokane, Washington, with the assistance of the Washington State Department of Labor & Industries, Apprenticeship Section. When approved by and registered with the Registration Agency, these standards shall govern the training of Laborer in this industry.**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

**I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The following counties in the state of Washington - Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman and Yakima.**

**Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the state of Idaho, the INW AGC Laborers Apprenticeship Committee will apply the same standards and guidelines to apprentices registered in the program while working in the state of Idaho.**

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age:           **At least 18 years of age.**

Education:   **Tenth grade education or equivalent.**

Physical:     **Must be able to meet the physical requirements of the trade. A Job Analysis will be provided with the application outlining the physical requirements.**

Testing:       **None**

Other:         **All applicants must have a current valid driver license and dependable transportation to all assigned job sites.**

**All applicants shall submit to the Apprenticeship Office and/or Committee representative a copy of their current valid driver license, I-9 Employment Verification Documents, and documentation/transcript validating 10th grade education or the equivalent.**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

**A. Selection Procedures:**

**All applicants will, at their expense, take and pass a drug test with negative findings prior to registration as an apprentice. This procedure includes direct entry individuals. The drug test shall be conducted by an Apprenticeship Committee and/or Training Agent approved lab. The testing fee will be applied to apprentice tuition if the results are demonstrated as negative.**

- 1. The Apprenticeship Committee or their designee shall determine the number of new apprentices to be accepted after examining the projected work picture and available work force.**
- 2. Applications will be available on a year round basis Monday through Friday, 9:30 AM to 3:00 PM excluding Federal and State holidays to all interested individuals at the Inland Northwest Associated General Contractors Laborers Apprenticeship office location:**

**2110 North Fancher Road  
Spokane, Washington 99212**

**Applications are also available on line at  
<http://www.nwagcapprenticeship.org/>**

- 3. Applicants will be required to sign for applications, which will be numbered to respond with their names. No person shall sign for another individual's application. All applicants shall submit to the Apprenticeship Office and/or Committee representative the required documents as follows; a copy of their current valid driver license, I-9 Employment Verification Documents, documentation/transcript validating 10th grade education or**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

the equivalent, and a legibly completed, signed, and dated apprenticeship application form. Upon the apprenticeship office's receipt of applicants completed application and documentation, the applicant will be eligible for an interview. As the industry has a need to register individuals, eligible applicants will be notified and scheduled for an interview. Interviews will be held on an as needed basis.

4. Only completed applications are valid, and on file at the apprenticeship office until the applicant is interviewed.
5. All qualifying applicants shall be scored and ranked by the Apprenticeship Committee and/or committee representative using an objective interview system and a scored application questionnaire. All applicants will be asked identical questions and will be graded based on a pre-determined scoring system.
6. After interviews, all ranked qualified applicants shall be placed on the Ready-to-Dispatch List for their area, subject to selection for a period of two years, based on their cumulative score from the application questionnaire and the interview.
7. When the Apprenticeship Committee needs to place one or more applicants on a job, the applicant with the highest ranking will be referred first if there are no apprentices on the appropriate area Out-of-Work List (OOWL.) Exception: If there are apprentices on the OOWL but they cannot be contacted, then individual can be brought from the Ready-For-Dispatch List. Thereafter, the apprentices will register on the appropriate Out-Of-Work List.
8. The Apprenticeship Committee will maintain Ready-to-Dispatch Lists and Out-of-Work Lists for two separate geographical areas.  
  
Eastern Washington - (Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and the State of Idaho)  
  
Central Washington - (Adams, Benton, Chelan, Columbia, Douglas, Franklin, Grant, Kittitas, Klickitat, Okanogan, and Yakima).
9. The order of qualified applicant scores may be superseded to meet ATC affirmative action goals in conformance with the Washington State Apprenticeship and Training Council rules.
10. All applicants, once registered in the program, must complete a 40-hour Safety & Orientation Training Class within 6 months. This training will count towards the required RSI hours.

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

11. Applicants with previous laborer experience or training in the trade may request to have these verifiable hours applied toward their apprenticeship program. Individuals requesting previous experience would come before the Apprenticeship Committee for review and recommendation on a case by case basis.
12. It shall be the responsibility of the applicant/or qualified ranked applicant to notify the INWAGC Laborers AC Training Director of any change of address and contact information.

**EXCEPTIONS:**

1. The Apprenticeship Committee has agreed to accept persons who've successfully completed approved preparatory training, i.e. ,Job Corp, ANEW, AmeriCorp, Helmets to Hardhats, and/or other committee approved Pre-Apprenticeship organizations, etc., and such candidates may be selected directly into available apprenticeship openings without regard to eligibility lists, provided the applicant meets Section II Minimum Qualifications.
2. Laborer apprentices relocating from other State Approved Agencies or DOL Office of Apprenticeship approved Apprenticeship Programs may receive direct entry into the INW AGC laborers apprenticeship provided the individual meets the Section II Minimum Qualifications.
3. Individuals relocating from another SAC/ATELS approved apprenticeship program may receive direct entry into the apprenticeship program providing be or she is in good standing with the program from which they are transferring. The apprentices must formally request by letter that the committee accept their transfer and provide official documentation pertaining to their apprenticeship program from which they are transferring. The Committee will examine all documentation submitted prior to granting the transfer for registration into the apprenticeship program.
4. An employee of an Approved Training Agent not qualifying as a journey-level worker who desires to become an apprentice, he/she will be evaluated by the apprenticeship program using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
5. Native Americans referred from a local Tribal Employment Rights Office (TERO) located in the geographical coverage area may receive direct entry into the apprenticeship program as a Construction Laborer for work on Federally recognized Reservations provided that;

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

Applicants meet the "TERO Minimum Qualifications" for selection as an apprentice Construction Laborer which are:

<b>Age:</b>	<b>At least 18 years of age</b>
<b>Education:</b>	<b>Currently have or are working towards achieving a 10th grade education or equivalent</b>
<b>Physical:</b>	<b>Must be able to meet the physical requirements of the trade. A Job Analysis will be provided with the application outlining the physical requirements.</b>
<b>Testing:</b>	<b>None</b>
<b>Other:</b>	<b>Should have dependable transportation to all assigned jobsites. Should currently have, or are working towards achieving a valid driver's license.</b>

**a. Employer (Training Agent Requirements)**

- (1) All employers working on federal/state recognized reservations requesting "Approved Training Agent" status shall sign an agreement to comply with all Federal and State apprenticeship rules and the appropriate Apprentice Standards.**
- (2) Are within journey-level to apprentice ratio as determined by the INW AGC Construction Laborer AC.**

**B. Equal Employment Opportunity Plan:**

- 1. Distributing information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
- 2. Participating in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
- 3. Cooperating with local school districts, vocational education systems, and school employees to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

4. Increasing awareness of a sponsor's equal opportunity policy within the sponsor's organization.
5. Participating in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.
6. Developing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.
7. Encouraging the development and use of programs for apprenticeship preparation education or other work related experiences that prepare candidates for apprenticeship.
8. Engaging in other activities to ensure that the recruitment, selection, employment, and training of apprentices without discrimination based upon race, color, religion, national origin, sex, age, disability or as otherwise specified by law.

**Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

**The term of apprenticeship shall be 6,000 hours of reasonably continuous employment, and shall include the initial probationary period.**

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.



**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these Standards shall be subject to an initial probationary period of the first 1,200 hours of employment, or 1 year from registration.**

**During the initial probationary period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of individual's status, effective date, total hours and cancellation.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

**The maximum number of apprentices to be employed per job site or shop shall be one (1) apprentice for each journey-level worker. This is to be interpreted as per job, not per employer.**

**At NO-TIME shall the ratio of workers exceed (1) apprentice per (1) journey-level worker on a job site.**

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**The Journey-Level Laborer wage rate will be the average Journey-Level Laborer wage rate for all of the employers participating in the INW AGC Laborer apprenticeship program. Once each year, all participating employers will be surveyed for the average wage rate of their Journey-Level Laborers performing non-prevailing wage work. The wage rates will be averaged to determine the minimum Journey-Level Laborer wage rate for the INW AGC Laborer apprenticeship program. Employers reserve the right to pay apprentices more than the wage determined by this average wage but they may not pay less.**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000-1000 OJT hours and 80 total hours of RSI</b>	<b>60%</b>
<b>2</b>	<b>1001-2000 OJT hours and 160 total hours of RSI</b>	<b>70%</b>
<b>3</b>	<b>2001-3000 OJT hours and 240 total hours of RSI</b>	<b>80%</b>
<b>4</b>	<b>3001-4000 OJT hours and 320 total hours of RSI</b>	<b>85%</b>
<b>5</b>	<b>4001-5000 OJT hours and 400 total hours of RSI</b>	<b>90%</b>
<b>6</b>	<b>5001-6000 OJT hours and 480 total hours of RSI</b>	<b>95%</b>

**Wage progression is dependent on the apprentice having completed the applicable amount of OJT hours AND completing the required RSI hours.**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

<b><u>Laborer</u></b>	<b><u>APPROXIMATE HOURS</u></b>
-----------------------	---------------------------------

<b>1. General Skills .....</b>	<b>4000</b>
--------------------------------	-------------

**Site/Project Preparation and Maintenance**

**Clearing, bucking and falling**

**Transportation, dismantling and stockpiling of scaffolding and work platforms**

**Grading (non-mechanized aspects of grading)**

**Compaction (walk-behind compaction machinery)**

**Layout and staking protocols**

**Rigging and signaling for work traditionally performed by Construction Laborers**

**Site preparation, clean-up, and security**

**Tools, Equipment, and Materials**

**Tools, equipment, and material recognition and preparation**

**Hand electric, gas, pneumatic and power tool/equipment use and maintenance**

**Tool, equipment, and material storage and security**

**Safety**

**Confined space safety**

**Flagging, signing and traffic safety awareness**

**Hazardous material recognition**

**Trenching and site excavation**

<b>2. Specific Skills.....</b>	<b>2000</b>
--------------------------------	-------------

**Apprentices to gain experience in each of the following specific work groups:**

**Environmental Remediation**

**Asbestos Abatement**

**Hazardous Waste Abatement**

**Lead Abatement**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

**Petro-Chemical Abatement**  
**Radiation Remediation**  
**Weatherization**

**Building Construction**  
**Concrete (tending, placement, removal)**  
**Landscaping**  
**Mason/Plasterer Tending**  
**Scaffold Building**

**Heavy/Highway Construction**  
**Asphalt (non-mechanized asphalt & clean-up)**  
**Drilling and Blasting (non-mechanized aspects of drilling & blasting)**  
**Pipe Laying (work traditionally performed by Construction Laborers)**  
**Tunnels and Shaft**

**Total Hours: 6000**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars (specify): **Would include, but not limited to, OSHA 10, First Aid/CPR and other courses approved by the Committee.**
- ☒ (X) A combination of home study and approved correspondence courses (specify): **Would include, but not limited to, National Center for Construction Education & Research Contren Connect and other courses approved by the Committee**
- ☒ (X) State Community/Technical college
- ☐ ( ) Private Technical/Vocational college
- ☒ (X) Training trust

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

- (X) Other (specify): **Would include, but not limited to, the AGC Education Center, a private vocational school licensed by the Workforce Training and Coordinating Board of the State of Washington.**

**160** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

- (X) twelve-month period from date of registration.\*  
( ) defined twelve-month school year: **(insert month)** through **(insert month)**.  
( ) two-thousand hours of on the job training.  
*\*If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

**NONE**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

**A. General Procedures**

**The apprentice shall read Section X in its entirety and be thoroughly familiarized with its content. The apprentice shall keep a copy for ready**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read the regulation will be no excuse.

**1. Apprentices will be required to take drug tests**

All registered apprentices will sign a waiver agreeing to provide the results of all employer administered substance abuse tests. Results shall be furnished to the training program. Failure of a substance test will result in disciplinary action and/or termination from the apprenticeship program. The standard for a negative test is based off of a cut-off level system designed and regulated by the Department of Health and Human Services (DHHS). Refusal or inability to take a drug test shall be considered a failure.

**Disciplinary Action**

**First offense:** 30 days of non-eligibility for out-of-work list registration. In addition, apprentice will not be eligible for dispatch until he/she appears before the Apprenticeship Committee, at one of their regular scheduled meetings, and provides confirmation of a "clean" substance abuse test that the apprentice has paid for. Test must be conducted by the Apprenticeship Committee approved laboratory.

**Second offense:** Termination from the Apprenticeship Program.

**2. Administrative Procedures:**

- a. All Committee members shall be actively participating in the industry as an employer, supervisor, or employee.
- b. The Apprenticeship Director oversees the day-to-day operations of the program under the direction of the Apprenticeship Committee.
- c. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every wage progression period.
- d. Employers may request women and minority apprentices in order to meet their own contractual affirmative action requirements for public works projects or other projects with affirmative action requirements.
- e. Apprentices must comply by the following rules and guidelines. Failure to comply may result in disciplinary action.

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

- (1) When notified that an employment referral is available, he/she must respond to the referral within 24 hours. If the apprentice cannot respond in a timely fashion, the next apprentice on the list may be offered the referral. If an apprentice does not respond to a referral, he/she may drop to the bottom of the referral list. The actual date of dispatch will be mutually agreed upon between the employer and the apprentice.**
  - (2) Failure to respond to the apprenticeship office within 10 days will result in the apprentice being removed from the Ranked Eligibility Pool and will require he/she reapply to the program.**
  - (3) Must accept all job referrals within the 60-70 mile radius of their normal dispatch.**
  - (4) Must place themselves on the out-of-work list (OOWL) by notifying Apprenticeship Director within 24 hours after termination. If the apprentice is terminated on Friday, they will report by 9 a.m. on the following Monday.**
  - (5) Must send in legibly completed, appropriately signed and dated Work Process hours by the 5th day of each month whether working or not.**
  - (6) Maintain a valid driver license at all times.**
  - (7) Maintain a current address and contact information on file with the Committee.**
  - (8) Must have adequate dependable transportation to the job and classroom.**
  - (9) Ensure timely payment of their annual tuition for related classroom instruction.**
- f. An apprentice may turn down work in the classification of traffic control after 400 hours of on-the-job training have been completed prior to dispatch, but the apprentice may not quit in the middle of a job or if already dispatched.**
- g. The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.**
- h. An apprentice who has been issued a refuse to rehire notice will be interviewed by the Apprenticeship Director, who will review the circumstances and outline corrective steps leading to successful employment. A second refusal to rehire on the same apprentice will result in a committee citation where the apprentice could be dropped from the program.**
- i. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**



**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

- j. All apprentices must complete a 40-hour Safety & Orientation Training Class within 6 months of being registered in to the program. This training will count towards the required RSI hours.
- k. The Sponsor retains the right to submit revisions to these Standards to the Washington State Apprenticeship and Training Council, according to Council rules.

**3. Disciplinary Procedures:**

- a. Apprentices shall be informed of their work and related training obligations as stated in these Standards.
- b. Disciplinary problems may first be handled by the Director of Apprenticeship. If the Director deems appropriate, the matter may be referred to the Committee for action.
- c. The Committee and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be subject to the disciplinary action procedures as outlined below.
- d. Failure to show regular attendance at related classes may be deemed sufficient cause for the Apprenticeship Committee to initiate disciplinary action procedures as outlined below. Regular attendance is defined as not missing more than two classes per quarter. Apprentices who miss more than two (2) classes per quarter may be summoned before the committee for disciplinary action up to and including cancellation for his or her apprenticeship agreement.
- e. More than two unexcused absences from class during each quarter may be deemed cause for suspension from work and school until meeting with the Apprenticeship Committee. The apprentice will be sent a 20-day notification letter notifying them of the requirement to the next regularly scheduled Apprenticeship Committee meeting, the 2nd Saturday of each month, and why. Failure to attend the Apprenticeship Committee meeting could result in immediate termination of the apprenticeship agreement. The apprentice will also be required to sign a document that they understand the consequences of another unexcused absence.
- f. Four (4) unexcused absences from class during the quarter may be deemed cause by the committee for the apprentice being dropped from the program.
- g. Two (2) tardies to class is equal to one (1) absence.

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

- h. Excused absences may be allowed for:**

  - (1) *Illness of apprentice***
  - (2) *Trips and/or vacations. (By prior approval of tile Apprenticeship Committee)***
  - (3) *Death in immediate family***
  - (4) *Any other reasons deemed appropriate by tile Committee***
- i. Apprentices who have missed related instruction, as outlined in these Standards may not be eligible for advancement until such time as the requirement is satisfied.**
- j. A contractor may discharge an apprentice for substandard performance, improper conduct, indifference to the contractor's or Committee's rules and regulations, or insubordination.**
- k. If an apprentice is fired for cause or quits (after their initial probationary period), he/she will not be re-dispatched until he/she appears before the Apprenticeship Committee at their next meeting and is subsequently released by the Committee as eligible for work.**
- l. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded by the apprentice to the Apprenticeship Director on the 5th day of each month after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. The Director of Apprenticeship shall then forward these records to the Apprenticeship Committee prior to each Committee meeting or upon request of the Committee.**
- m. Work experience reports must be turned into the apprenticeship office made out completely and properly, on time. Failure to comply will result in notification of no pay progression until records are completed. The Committee will not accept hours that are more than 90 days past due. Hours may be reported by mail, in person or electronically.**
- n. Each apprentice who is late in turning in his/her work experience report will have the following penalties imposed:**

  - (1) *First Offense: Up to 30 days actual work delay in his/her next advancement.***
  - (2) *Second Offense: Up to 60 days actual work delay in his/her work advancement.***
  - (3) *Third Offense: Cause for cancellation of registration***

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

- o. Future advancements will be calculated from the new date.**
- p. All other disciplinary action procedures are as follows:**
  - (1) *1st infraction:* A written warning.**
  - (2) *2nd infraction:* Appearance before the Apprenticeship Committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship agreement should not be canceled or whatever other action is being contemplated by the Apprenticeship Committee.**
  - (3) *3rd infraction:* Cause for cancellation of the apprenticeship agreement.**
- q. If the apprentice fails to appear before the committee after due notice, disciplinary action may be invoked without hearing.**
- r. Should the Apprenticeship Committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for the suspension, cancellation or any disciplinary action. The apprentice shall be notified 20 days in advance of the meeting of the Committee for the purpose of the disciplinary action, suspension, or cancellation.**
- s. Individuals who are terminated from the program for cause are prohibited from reapplying to the program for a period of 12 months from the date of their cancellation.**

**B. Local Apprenticeship Committee Policies**

- a. Safety: there will be no tolerance for unsafe conditions, improper use of hazardous materials or dangerous tools and equipment.**
- b. All equipment and tools shall be maintained in a safe condition and used only for their intended purpose. All students must wear required protective equipment when working with tools or materials where it is required. Anyone not adhering to this policy will be asked to leave the class and will be marked absent from class.**
- c. Use of alcohol or drugs during class hours may result in disciplinary action by the Committee, up to and including cancellation from the apprenticeship program.**
- d. Possession, consumption and/or sale of controlled substances, alcohol or firearms during class hours on training facility property, which includes parking areas, will result in may result in disciplinary action by the Committee, up to and including cancellation from the apprenticeship program.**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

- e. **Physical/verbal abuse, harassment or insubordination of any type toward staff, fellow classmates and/or the instructor will not be tolerated and may result in disciplinary action by the Committee, up to and including cancelation from the apprenticeship program.**

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
  - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
  - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - Journey Level Wage Rate – annually, or whenever changed
  - Request for Revision of Standards - as necessary
  - Request for Revision of Committee - as necessary
  - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
  - On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Sponsor's introductory statement (if applicable)
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

**C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

**E. Composition of Committee: (see WAC 296-05-313)**

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: **50% of the current committee members.**

Program type administered by the committee: **GROUP NON-JOINT**

**The Apprenticeship Committee shall be composed of an equal number of members representing industry employers and an equal number of industry employee representatives.**



**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

**Selection of Employee Representatives, (Apprentice Advocates), to the Committee is as follows:**

**When there is an Employee representative opening on the Committee, the Training Agents must present to their Journey-Level Worker Laborers the request for a volunteer or nominations from among the Journey-Level Laborers to the Committee. If there are more nominations than the openings on the committee, then an election to select the final nominee(s) must be completed.**

**Note: The volunteer or nominee must meet the definition of a Journey-Level person in the Laborer field of work. The apprenticeship must document the selection and election process. Nominations submitted without qualification documentation will not be considered for the final selection.**

**Once the volunteer or nominee has been selected, that name must be submitted to the AGC's Executive Director located at 4935 East Trent, Spokane, Washington, 99212.**

**The employer representatives shall be:**

**Jeff Miller, Chairman  
2110 N. Fancher Road  
Spokane, WA 99212**

**Kory Hedrick  
2110 N. Fancher Road  
Spokane, WA 99212**

**The employee representatives shall be:**

**Jordan Olsen, Secretary  
2110 N. Fancher Road  
Spokane, WA 99212**

**Tyler Koontz  
2110 N. Fancher Road  
Spokane, WA 99212**

**XII. SUBCOMMITTEE:**

**Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.**

**NONE**

**INLAND NORTHWEST ASSOCIATED GENERAL CONTRACTORS**  
**LABORERS APPRENTICESHIP COMMITTEE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Mike Ankney**  
**2110 N. Fancher Road**  
**Spokane, WA 99212**  
**509-534-0502**  
**mankney@nwagc.org**